**Development Manager, Annual Giving and Grants**

HumanKind is looking for an innovative, dependable, and energized team-oriented professional to join our Development Team as the Development Manager.

***Experience in non-profit fundraising strongly preferred.***

· Competitive pay based on experience.

· Comprehensive and affordable employee benefits package

Great workplace culture!

The **Development Manager**reports to the Director of Donor Relations and is an integral member of the Development Team. This position is one of the primary fundraisers at HumanKind. Working alongside the CEO, Director of Donor Relations and Development team, this position will prospect, steward, and solicit donations from the greater Wichita community. This position is responsible for soliciting cash donations each year to support our fundraising events and the annual fund.

**Duties and Responsibilities:**

· Soliciting cash donations in alignment with fundraising goals each year to support fundraising events and the annual fund.

· Manage donor portfolio of 100 donors, maintaining regular contact and stewardship.

· Prospect and research new donors to becoming involved at HK. Attend events to grow new donor base.

· Responsible for the Kindness Club, monthly giving society, soliciting community partners to provide in-kind donations and perks. Responsible for growing participation by 20% year over year.

· Back-up to Community Engagement Coordinator to attend community engagement events, including volunteer fairs, speaking engagements at schools, businesses, presenting at community-wide events, churches, and civic groups. Receiving support from other members of the development team as needed.

· Responsible for grant writing including local and national grants to support HK programs.

· Responsible for growing community partnerships and collaborations from the business community including soliciting corporate gifts for the annual fund.

· Giving campus tours to prospective volunteers, donors, and community supporters

· Participates in planning and support related to major giving, annual giving, internal/external events, and volunteer services to identify information needs.

· Assist with Humankind’s three flagship events:

o Operation Holiday – solicit donations, cash and in-kind, coordinate Week of Giving events including telethon and Dillons Day of Giving

o Spring Fundraiser – assist in soliciting donations, sponsorships, and in-kind support.

o Humanitarian Awards Benefit – sell tables and tickets, provide support to Events Manager, solicit in-kind donation for games, auction items and other prizes.

· Serve as back-up with database updates, maintenance needs, report requests and inquiries related to the Raisers Edge Donor Database

· Other duties as assigned by Director of Donor Relations and/or CEO.

**Qualifications, Expectations, and Competencies**

**Qualifications**

**Required:**

· Bachelors degree in business, non-profit leadership or related field plus two or more years related work experience in non-profit fundraising.

· Two or more years of experience with Microsoft Excel, formulas, functions, and reporting.

· Valid Kansas Driver’s License

**Preferred:**

· Prior work in a similar capacity with a nonprofit organization with proven record of fundraising success in Wichita or similar market.

**Expectations**

· Comfortable making asks for financial support to individuals and businesses.

· Strong organizational skills with a proven ability to set priorities and meet multiple deadlines in a timely manner.

· Strong interpersonal skills with ability to work effectively with all levels of HK staff, community leaders, volunteers, and external vendors.

· Ability and commitment to provide support to senior leadership.

· Ability to balance and understand both back-end organization of data and front-end accessibility for users.

· Able and willing to work nights and weekends as needed, most often from November-March.

· Flexibility and ability to prioritize and manage multiple tasks simultaneously and meet deadlines.

· Understanding of fundraising support services ranging from prospect identification through donor stewardship.

· Dress neatly and appropriately, excellent hygiene, work attire is expected to be clean, and business appropriate.

· Excellent communications skills both oral and written.

· Arrives to work promptly and practices effective time management.

**Competencies**

· Unimpeachable ethical standards and personal integrity

· Self-starter with strong work ethic with ability to multi-task effectively

· Ability to work well within the HK team.

· Ability to take direction and appropriate actions.

· Ability to work in a fast-paced environment.

· Exceptional organizational skills

· Excellent communication and customer service skills.

· Exceptional attention to detail

· Proficient in manipulating, analyzing and interpreting data.

· Ability to anticipate needs and show initiative in managing new projects.

· Outgoing with a positive attitude

**Working Conditions and Physical Requirements**

The position is regularly required to make use of close vision to read correspondence and prepare reports and other appropriate communications. While performing the duties of this job, the employee is frequently required to sit, speak to others inside and outside the organization, and use a computer for extended periods throughout the day. The employee is occasionally required to stand and walk. S/he must hold a valid Kansas driver’s license. This position will also be required to assist in the physical set-up and preparation for special events and other similar activities. Must be able to lift 25lbs without assistance. This position is typically Monday through Friday, from 8:30am-5:00pm, however some meetings and events require evening and weekend work.

**Direct Reports**

· None

HumanKind is an EOE

Job Type: Full-time

Pay: $40,390.79 - $48,642.67 per year

Benefits:

* Dental insurance
* Flexible spending account
* Health insurance
* Life insurance
* Paid time off
* Professional development assistance
* Vision insurance

Schedule:

* Monday to Friday
* Weekend availability

Ability to commute/relocate:

* Wichita, KS 67214: Reliably commute or planning to relocate before starting work (Required)

Experience:

* Fundraising: 1 year (Preferred)
* Microsoft Office: 1 year (Required)

Work Location: In person